Filing the creditor matrix on floppy disk

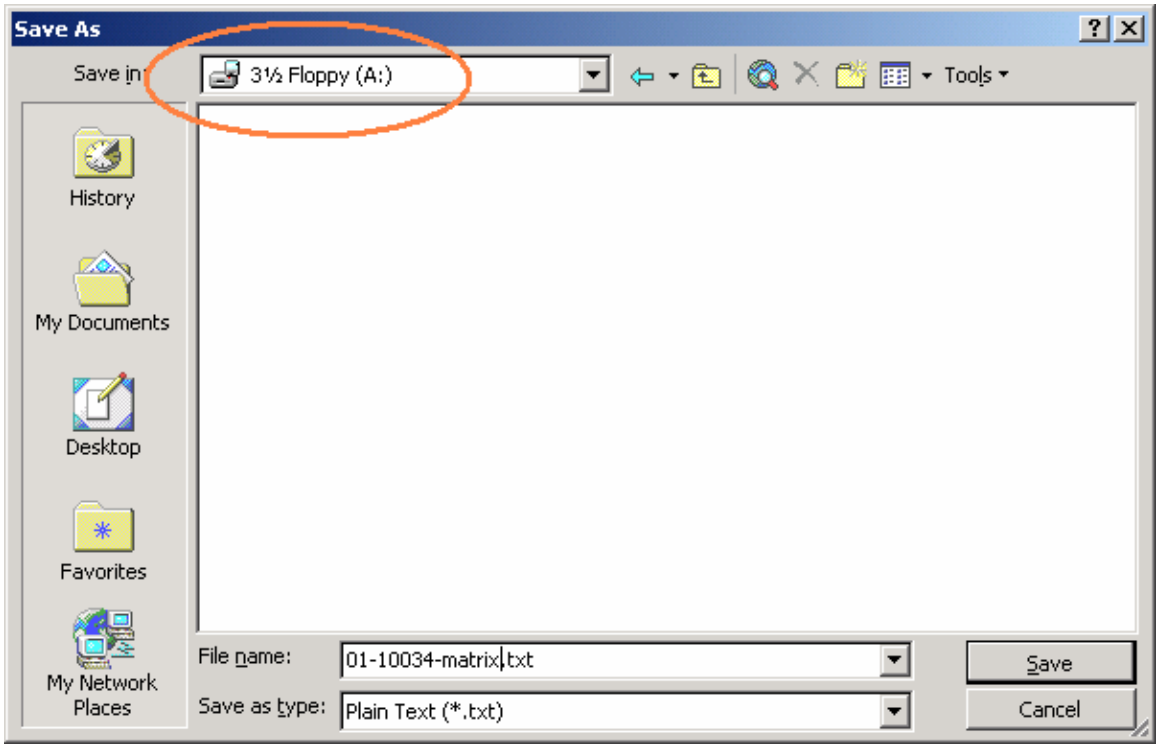
See **Getting your file to a floppy on our website (www.kyeb.uscourts.gov)** for information on copying files between your hard disk and floppy disk.

Creating a creditor matrix on floppy disk.

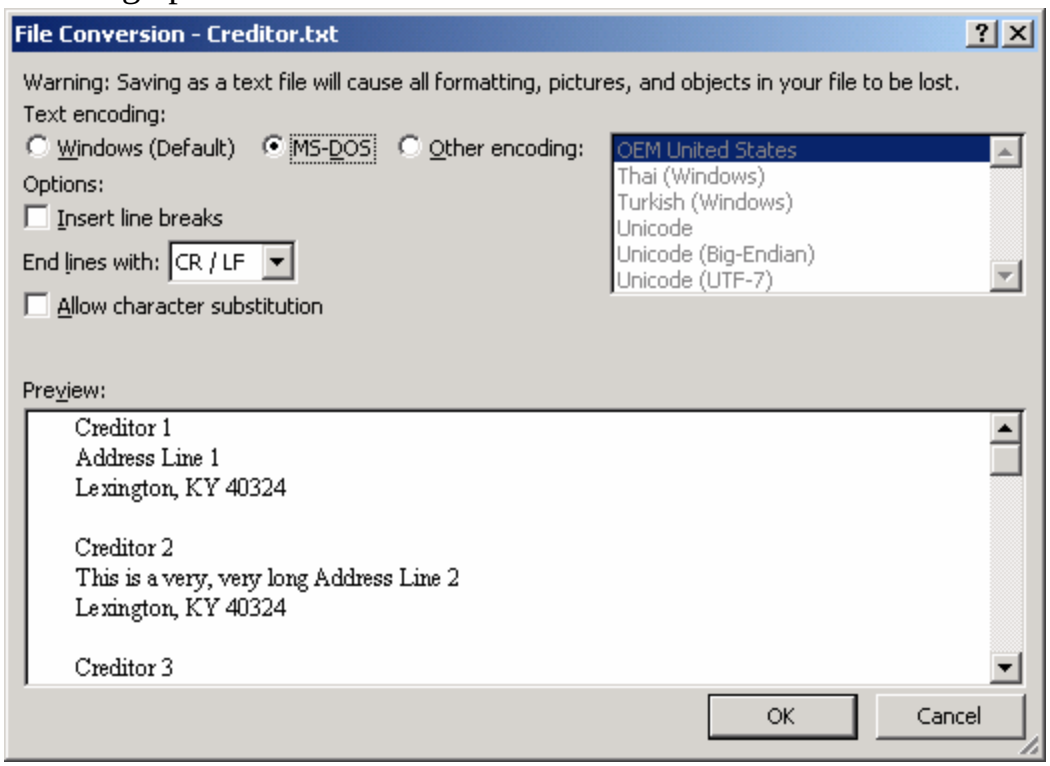
If you are using petition preparation software it probably has a method for creating the disk. If you are unsure if it can or are having trouble you'll need to contact the vendor.

The next easiest method would be to use Windows Notepad to create the list. It will save the file in the proper format by default.

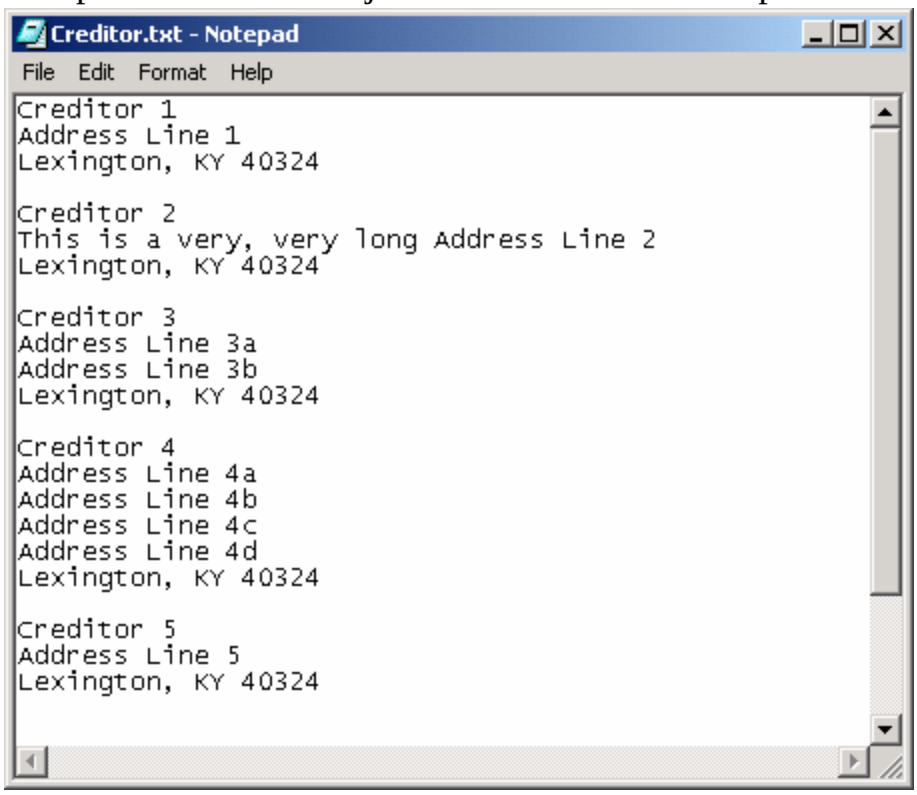
If you prefer to use your word processor to create the list, create it in the same format as if you were going to print it out. Instead of printing however, you need to have the word processor save the matrix (**Save As**) as a **text** document. The next two screen shots show what this process looks like from Microsoft Word 2002.



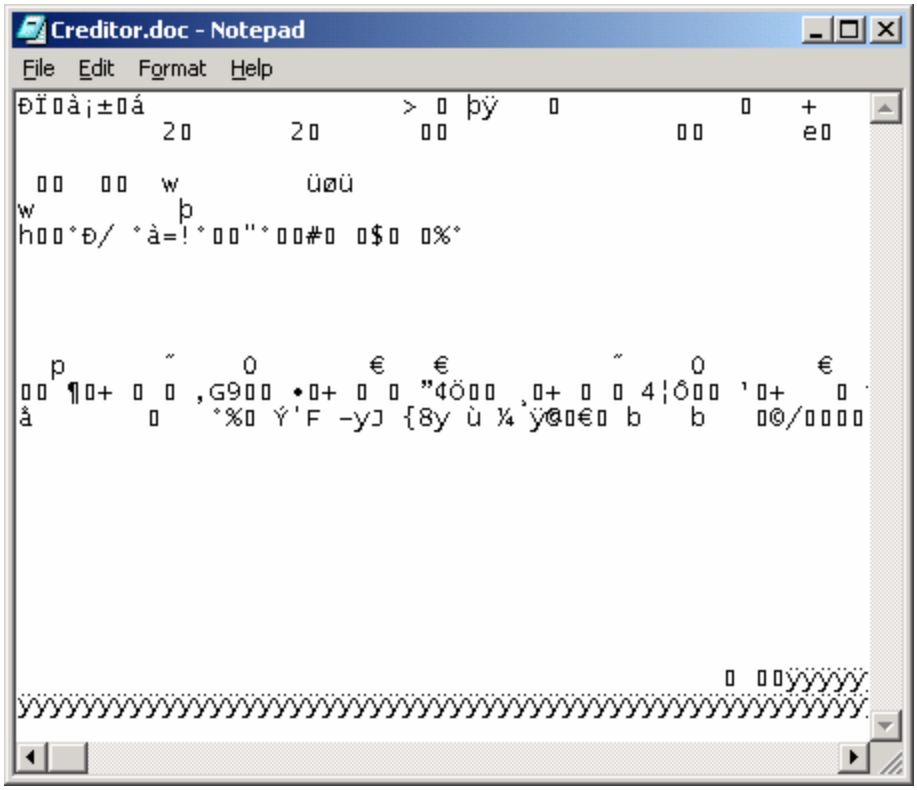
Since your word processor may be different you may need to experiment a little until you get it right. In this case (below) I chose the MS-DOS Text encoding option and clicked OK.



To check that the file is in the proper format you can open it in Windows Notepad. It should look just like it would if it was printed.



Below is what it may look like if its not stored in the proper format.



Because the matrix will not be scanned you do not need to center the list and you need only one line separating the creditors.

CM/ECF allows for up to six address lines total but still has the limitation of 40 characters per line. Excess characters will be truncated.

The last line of each creditor address **must be** the city, state and zip.

If there are more than 6 lines the remaining lines will be excluded and, as a result, the address will be undeliverable.

Do **NOT** include the following entities since they will be retrieved automatically by the computer for noticing:

- Debtor
- Joint debtor
- Attorney for the Debtors
- Trustee

- US Trustee

    a. Do not duplicate names and addresses on the matrix even if they are listed multiple times in the schedules.